

New Jersey
Department of Military & Veterans Affairs



Final Recycling Plan
OCTOBER 2006



Revised September 2012

1.0 PURPOSE AND INTENT

The CFMO-EMB, Office of Environmental Compliance for the New Jersey Department of Military and Veterans Affairs (NJDMAVA) and New Jersey Army National Guard (NJARNG) Activities, issues this Recycling Plan. This plan is ISO 14001 compliant as it furthers the Adjutant Generals' eMS Policy on: a) his commitment to compliance with Federal, State and local environmental laws and b) his commitment to pollution prevention.

The purpose of this Recycling Plan is to instruct employees that work for the above entities on the recycling of targeted recyclable materials for various NJDMAVA and NJARNG facilities throughout the state.

2.0 BACKGROUND

The "New Jersey Statewide Mandatory Source Separation and Recycling Act" (Recycling Act) N.J.S.A. 13:1E-99.11 et. seq., and its related amendments, made recycling mandatory for all residents, commercial entities, and institutions in this State. Further, recycling in all State Office locations was mandated by Executive Order No. 57 (12/2/83) and Executive Order No. 34 (6/13/91).

Governor Florio mandated, at a minimum, the recycling of office paper, corrugated cardboard, newspaper, metal cans, glass bottles and plastic beverage containers with the signing of Executive Order No. 34 in June of 1991. Office paper recycling has been active at State Office locations since 1988. These locations include large office buildings, building complexes and small offices. Recycling of corrugated cardboard, newspaper and commingled bottles and cans (aluminum and tin) has been active since 1991.

The targeted recyclable materials for this Recycling Plan include Soft Mixed Paper, Newspaper, Corrugated Containers, Office Paper, Computer Printouts and Commingled Bottles and Cans (aluminum, glass and Plastic #1 and #2) and scrap metal. Estimated weights of the recyclable materials are to be reported each month to the office of CFMO-EMB.

This Recycling Plan is also compliant with DoD Directives, Presidential Executive Order, and Army Regulations. This recycling plan meets the requirements of a Qualified Recycling Plan (QRP) and will serve as a guideline for the Recycling Subcommittee. The NJARNG Recycling Program (QRP) may take scrap and sell the scrap at a higher cost than what would be obtained from DRMS including "costs".

3.0 SCOPE

3.1 Each Station Commander will be responsible for insuring all assigned personnel (full time and weekend unit personnel) comply with this plan. There will be no exceptions. Information about the recycling program will be posted at various locations throughout each facility to insure the widest dissemination as possible. The station commander will determine who shall be responsible for the pick-up and recycling of at least the above-mentioned items. The facility armorer will assist the station commander wherever possible. A complete list of items to be recycled is included at Appendix A. Shop Chiefs will also comply with this plan and recycle those items listed at Appendix A.

3.2 Appendix A indicates items to be recycled and where they are to be recycled. This recycling plan also includes local Points of Contact (POCs) by county, should anyone need further guidance or assistance, and is located at Appendix B. A flyer that lists acceptable items for recycling and is suitable for posting throughout the facility is located at Attachment 1

3.3 The Office of CFMO-EMB reserves the right to add or delete items to be recycled on an as needed basis.

3.4 See Table 1 for items that can be counted towards recycling.

Table 1
Solid Wastes, which can be counted towards recycling if a recycling contractor, removes them.

Commodity/Solid Waste Type	Count toward recycling?	Comments/Caveats
Used lead acid batteries	Yes , if recycled and reissued. No , if damaged and declared a HW	Please note mismanagement could cause this item to become regulated as a HW.
Used motor oil	Yes , if refined and reissued. No , if burned for energy recovery or fuels blended (see comment).	40 CFR 261.2(e)(2)(ii) states that used motor oil that is going to be burned for energy recovery or used in fuels blending does not qualify as a recyclable commodity and cannot be counted as such (this passage from 40 CFR is included below). EQR Fall 2000 Submission (p. 65) supports this statement (this passage is included below). However, if the used oil is taken to an oil refinery for refining and reissue, it is counted toward recycling.
Used antifreeze	Yes , if recycled and reissued. No , if managed as HW	Please note mismanagement could cause this item to become regulated as a HW. Used antifreeze that is usually brought back to specification and re-issued would qualify as a recycled commodity; however, waste antifreeze that is disposed of as non-regulated or hazardous waste would not be considered recycling.
Fluorescent light tubes	Yes , if recycled No , if managed as HW.	Please note mismanagement could cause this item to become regulated as a HW.
Used universal batteries	Yes , if recycled and reissued. No , if managed as HW.	Please note mismanagement of certain types of batteries could cause these items to become regulated as a HW.
Used shop rags	Yes , if laundered and reissued. No , if managed as HW.	Please note mismanagement could cause this commodity to become regulated as a HW; rags that go to laundering should be counted towards recycling because they are being diverted from the landfill and being reused.

40 CFR 261.2(e)(2) states, "The following materials are solid wastes, even if the recycling involves use, reuse, or return to the original process:

Materials used in a manner constituting disposal, or used to produce products that are applied to the land; or
 Materials burned for energy recovery, used to produce a fuel, or contained in fuels..."

If you maintain contracts (DRMS) with recycling firms who take the aforementioned commodities off-site to a recycling operation, by all means track and record those quantities as recycled. **With regard to used motor oil, most recyclers take it to facilities that either fuels blend it or burn it in industrial boilers for energy recovery; this would not constitute recycling and should be counted towards solid waste disposal. All shops should use the DLA Sponsored Closed Loop Recycled Oil Program, except where required, oils are not part of the recycled oil program. I.e. certain lubricants utilized by the Unit Training Equipment Site (UTES) This program is explained at Appendix F**

4.0 REPORTING

Reporting of recyclable items will be sent monthly to the Office of CFMO-EMB via fax (609 530-6880) using the recycling log at Attachment 2. This form may also be sent electronically. Reporting the amounts of recyclable items may be estimated according to the following:

- One (1) cubic yard =
 - 250 pounds of soft mixed paper
 - 250 pounds of sorted office paper
 - 500 pounds of newspaper
 - 70 pounds of corrugated cardboard (not compacted)
 - 300 pounds of corrugated cardboard (compact)
 - 250 pounds of computer printout (loose)
 - 250 pounds of computer printout (baled)
 - 100 pounds of commingled bottles and cans

Cardboard can be baled at 500 or 1000 pounds

From NJDEP

- Canvas Hamper = 1.2 cubic yards
- Plastic Hamper (21 cubic feet) = 0.77 cubic yard
- 96 gallon tote = 0.48 cubic yard
- 4' x 4' x 4' Gaylord = 2.37 cubic yards

CONVERSIONS OF COMMON ITEMS FROM VOLUME TO WEIGHT¹

AUTOMOBILES 1 automobile = 2052 pounds	PLASTIC PET (Soda Bottles) 1 cubic yard = 30 pounds
ALUMINUM CANS Whole 1 cubic yard = 74 pounds One grocery bag = 1.5 pounds	HDPE (Whole) 1 cubic yard = 25 pounds
BATTERIES 1 battery = 33 pounds 61 batteries = 1 ton compacted	HDPE (Flat) 1 cubic yard = 50 pounds
CANS FERROUS (Steel or Tin) Whole 1 cubic yard = 150 pounds Flattened 1 cubic yard = 850 pounds	TIRES (PASSENGER CAR) 1 tire = 20 pounds
CORRUGATED CARDBOARD Un-compacted-bailed 1 cubic yard = 285 pounds Compacted 1 cubic yard = 507.6 pounds	TIRES (Truck) 1 Tire = 90 pounds 22 tires = 1 ton
GLASS Loose, whole bottles 1 cubic yard = 600 pound One grocery bag = 16 pounds 55 gallon drum = 175 pounds	USED MOTOR OIL 1 gallon = 7 pounds 286 gallons = 1 ton

¹ Conversion factors from Solid Waste Association of North America (SWANA) and Mr. Wallace Eakes and Ms. CaroleJo Adams, Naval Facilities Engineering Service Center (NFESC), Port Hueneme, CA

5.0 GENERAL REQUIREMENTS

The facility armorer/shop chief is free to use any appropriate recycling container as long as the Department Recycling Coordinator approves it. The weights reported monthly will be recorded each month and provided to the New Jersey State Department of Environmental Protection (NJDEP), and the National Guard Bureau when requested by those activities.

5.1 The Department Recycling Coordinator is Mr. Joe Dunleavy. And he may be reached at (609) 530-7134 and will advise/assist the armorers/shop chiefs, and other interested parties concerning the management, materials, supplies, equipment and analysis of the Recycling Program in order to meet the requirements as specified in this Recycling Plan.

5.2 CFMO-EMB has supplied each location with gaylords, hampers, roll offs and/or all other appropriate recycling containers depending on the building design and truck access. In locations where there is insufficient storage space, individual floor collection containers used in the program will be brought to the doorway on a scheduled pickup day and emptied by the Armorers or other personnel as designated by Station Commanders. It would be appropriate for all assigned personnel to assist in the recycling efforts of the facility. This could include but not be limited to each office worker taking the recycling basket to a central location, source separation of paper from glass, plastic and aluminum, and assisting in the disposal efforts should a particular facility not have scheduled pick-ups from the township or county recycling program. The armorer, shop chief and facility commander/manager will determine which activities must be carried out to run the program effectively and mutually agree to the procedures.

5.3 The armorer, shop chief and facility commander/manager shall comply with any and all Federal, State, County, local laws and regulations pertaining to the collection, transport, processing and sale of recyclable materials. A Sample Notice of Violation is located at attachment 3.

6.0 SALE OF RECYCLEABLE ITEMS FEDERAL ORIGIN

The sale of recyclable items is encouraged in Army Regulation 200-1 and authorized by NGB for items of Federal Origin; however, any funds received for scrap items must be deposited into a Recycling Fund suspense account held at the United States Property and Fiscal Office (USP&FO) for New Jersey. Any Federal items not recycled that could be recycled, must be taken to the Defense Reutilization Marketing Office (DRMS) Depot in Tobyhanna, Pennsylvania. Keep in mind that should you take items to the depot, you may be incurring more cost in manpower, labor and transportation costs that you would if you were to take the items to a local recycling center. If you have an unusually large amount of scrap, the Recycling Program may take possession of the scrap and sell the scrap at a cost beneficial to the NJARNG. All DD Forms 1348 used for turn-in for scrap through DRMS must include the following statement **“I certify that these items are deemed as scrap. Proceeds from the sale of these items must be credited to account 21F3875.1111 0000000Recycle 0000 028063 APC: I52838”**.

Use the following procedures for the sale of items of Federal Origin.

6.1 Insure items to be recycled are demilled.

6.2 Prepare necessary DD1348 (turn-in document) and indicate the items are turned in for scrap and the proceeds for the sale of the items will be turned in to the USPFONJ Recycling Fund.

6.3 Call three (3) scrap vendors in your area and record the following: Date, Vendors name, items to be recycled (i.e. heavy or light scrap), amount they are paying for the items.

6.4 The vendor paying the most for the recyclable items is the one you will take the scrap to.

6.5 Attach your analysis to your DD1348s for each trip along with the weight ticket from the vendor.

6.6 Once you receive the proceeds from the vendor purchase a money order at a convenience store. Make out the Money Order to the “US Treasury” and forward the money order to the Recycling Coordinator. Maintain a copy of this documentation at your location and record on the monthly tracking form.

6.7 The recycling coordinator will record the amount and type of recyclables sold in SWARWEB or other DOD required system, and forwards the check to USPFO for deposit.

6.8 USPFO will deposit these proceeds into the appropriate account, and will provide a record of deposits and disbursements to the Environmental Quality Control Committee (EQCC) quarterly.

6.9 Disbursements will be made from the account in accordance with established Federal Regulations, and the concurrence of the Recycling Subcommittee and the EQCC.

6.10 Reconciliation of this account will be made at least semi-annually during an EQCC meeting.

7.0 SALE OF RECYCLEABLE ITEMS STATE ORIGIN

In most cases State owned property is not sold, however there may be some instances where it would be prudent to recover some proceeds when large amounts of recyclable items are generated in a particularly short period of time. For example; there is a wholesale exchange of metal cabinets in a work location, where revamping an entire section of office lighting is accomplished, office relocations and new furniture is purchased, or where the solid waste stream can be minimized. Use the following procedures for the sale of items of State Origin.

7.1 Any state items such as old cabinets, shelving, desks, chairs, light fixtures (minus ballast and light tubes), pallets or other equipment should be recycled. Any proceeds should be sent to CFMO-EMB in the form of a check made out to the Treasurer State of New Jersey for deposit into the general fund. Items 6.1.1 through 6.1.9 above apply, except that CFMO-EMB offices and Treasurer, State of New Jersey will apply.

7.2 Reference: Department of the Treasury Excess/Surplus Property Procedures, NO: 00-16-DPP, effective date 5/8/2000 with an indefinite expiration date. For more information call 609 530-8196

8.0 ITEMS NOT COVERED IN THIS RECYCLING PLAN (PROHIBITED)

8.1 Precious Metals

8.2 Weapons and weapons systems

8.3 Munitions and Brass

9.0 SPECIAL ITEMS

You should contact the Recycling Coordinator for proper disposal instructions based on the type of equipment and ownership. For State owned equipment reference RECYCLING REGULATIONS N.J.A.C. 7:26A-1 et seq.

9.1 Electronic Equipment such as computers (Federal and State Policy applies)

9.2 Computer Monitors (Federal and State Policy applies)

9.3 Data Devices (Federal and State Policy applies)

9.4 Hard Drives (Federal and State Policy applies)

9.5 Telecommunications equipment (Federal and State Policy applies)

For ITEMS 9.1 through 9.5 Contact the Federal or State IT or Telecom Manager for these procedures.

9.6 Latex and Oil-based paints should be considered for recycling whenever possible. Several towns will accept paints that can be reused. If paints are considered not useable, then the paint should be taken to the supporting FMS where is should be drummed up with like material (latex paint with latex paint and oil-based paint with oil based paint) and disposed of through DRMO,

10. STORAGE and EQUIPMENT

10.1 All facilities shall store recyclable material in containers purchased for the storage or collection of recyclable items, heavy-duty clear plastic bags or other acceptable containers. Recycling centers and collection agencies are not required to pick up or accept any recyclable materials stored in black or other colored bags. Plastic bags must be clear, heavy duty and no larger than 55 gallon capacity.

10.2 Equipment Each facility has been provided the necessary storage hampers, or other equipment, for use in the facility designated storage area(s) in sufficient quantities for the storage of the recyclable material accumulations prior to removal. Containers shall consist of canvas or plastic hampers and/or other containers that meet the approval of the Recycling Coordinator. The containers must be kept free from holes, vermin, or foreign matter that might cause injury, stain clothing or furniture, or contaminate the grade of recyclable material. Containers shall be kept out of the weather where possible to prevent the build-up of snow, ice or water and the introduction of vectors.

10.3 All equipment must have signage identifying it as a recycling container.

11. PICKUP OR DELIVERY REQUIREMENTS

Facilities are required to either participate in a community-recycling program, or drop off the recyclable items at a township or county recycling center. Each Facility Commander or Shop Chief may authorize personnel to take recyclable items to a township recycling center, or local scrap dealer and sell demilitarized scrap metal. All recyclable materials must be secured in such a manner as to prevent it from being scattered or strewn about the collection point or from dropping off the conveyance while being transported.

12. FINANCIAL AND RECORD KEEPING

Each facility will keep copies of turn-in documents, copies of payments received and forward to CFMO-EMB. CFMO-EMB will store the information electronically on SWARWEB or other data system designated by DOD or NGB..

13. RENTALS at STATE FACILITIES

Contracts or Leases for use of facilities operated by the NJARNG and NJDMAVA on a rental basis must have an attachment signed by the lessee stating they are aware of our Recycling Program and will comply with the requirements of the plan. In addition, the lessee will provide their own containers for recycling of cans and bottles generated during their event, any cardboard generated will be neatly stacked at a location determined by the armorer in charge. Any paper, flyers etc generated by the event will be recycled, and the vendor will be expected to remove all pallets. The lessee will dispose of recycled items collected during these rentals.

14. Accounting Procedures.

14.1 All proceeds from the sale of recycled items will be turned over to the Recycling Coordinator (CFMO-EMB) in the form of cash (not preferred), check or money order (preferred). Accompanying the cash, check or money order will be the sales receipt from the recycling facility.

14.2 CFMO-EMB will provide a receipt for the funds given and will record the amounts of both the items sold for recycling and the amount received.

14.3 CFMO-EMB will prepare a transmittal letter for the funds and forward to the USPFO account manager.

14.4 USPFO account manager will deposit funds into appropriate account and provide reconciliation reports to the EQCC.

APPENDIX A
LIST OF ITEMS THAT ARE TO BE RECYCLED (ARMORIES)
Joint Base McGuire Dix Lakehurst (JBMDL) SEE APPENDIX D

- Batteries (auto)
- Batteries (household) while encouraged to be recycled they may be disposed of as solid waste
- Batteries (cell phones, DVD players etc)
- Bottles (plastic & glass)
- Brake shoes if scrap dealer will accept them (most do!)
- Cans (metal to include steel, tin and aluminum, purged spray paint cans)
- Cardboard
- CDs may be recycled and should be MAILED TO:
CD RECYCLING
C/O **Back Thru The Future**
1 Park Drive Suite 9
Franklin, NJ 07416

Write "Free CD" on the shipping box

CDs do not have to be destroyed and should be boxed according to the vendors instructions. See fact sheets.

- Oil Filters may be recycled for their steel content. These filters are not regulated as waste if they are collected for recycling, and if all free-flowing oil has been removed. Recommended practices for the removal of oil include crushing the oil filter and piercing the filter and allowing all free-flowing oil to drain. Any method is acceptable that removes all free-flowing oil. Although you may dispose of the drained filters with your trash, NJDEP encourages their recycling.
- Diesel Fuel may be recycled at UTES via the recycling equipment
- Fluorescent light tubes (***never dispose of any light tube in the solid waste***). Spent lamps are to be stored in a "Closed Container" and are not to be broken. Once you collect one spent lamp, place it in an empty carton and place the words "Start Date" on the side of the carton and complete the date. If you do not have an empty carton, contact the armorer or regional supervisor who will obtain a container for the proper recycling of the lamps. This container is available from State Supply. These containers come with specific instructions for the proper care, handling, packaging, and shipping for proper disposal. Read the instructions carefully. Please contact Joe Dunleavy at (609) 530-7134 for additional guidance. Once recycled and they are shipped off-site, CFMO-EMB will retain Certificates of Disposal.
- Ink Jet Cartridges
- Jewel Cases
- Pallets (wooden not broken) Call CFMO-EMB for disposal or pickup instructions, in most cases the pallets will be returned to USPFO for reuse. If not reused or if they are broken, they must be taken to Lakehurst Recycling Facility who will dispose of them at no cost to NJDMVA.
- Paper: Any color Pamphlets, Manila folders, newspaper, magazines, junk mail, catalogues, booklets, newsletters, envelopes, FedEx wrappers and tubes, phone books, file dividers, post it notes, computer paper, carbonless paper, old regulations. **(Not acceptable include: plastic dividers, plastic wrappers or plastic report covers, cigarette or candy wrappers, paper cups, paper towels, paper plates, paper contaminated with food products, or foam cups).**

Restrictions of Paper Materials Recycled

No paper materials designated as "classified", sensitive or "Privacy Act" shall be recycled under this program. The sensitive or classified material shall be shredded and placed in clear plastic bags. Recyclable items containing or pertaining to but not be limited to, financial records, payroll records, tax records, medical records (private health information) and personal records (home addresses, beneficiaries, Social Security Numbers) must be shredded or protected to ensure that no sensitive information is discernible. Each armorer and facility commander/manager must be aware that the disclosure of Sensitive Information is violation of the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq. and/or the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C.A. 1301 et seq. The facility AO, commander or manager is responsible for ensuring the confidentiality of Sensitive Information in sorted office paper from the time of pick up through disposal as a recyclable.

- Scrap Metal to include aluminum, nuts, bolts, light & heavy steel, tin and steel cans, light and heavy iron
- Used Oil see Appendix F for the purchase and disposal of motor oil.

**APPENDIX B
COUNTY COORDINATORS**

For a current list check the website below

<http://www.recyclingnj.com/curbside.html>

ATLANTIC

Solid Waste Coordinator
Atlantic County Utilities Authority
P.O. Box 996
Pleasantville, NJ 08232-0996
(609) 272-6950 (phone)
(609) 272-6941 (fax)

BERGEN

Solid Waste Management Division
Bergen County Utilities Authority
P.O. Box 9, Foot of Mehrhof Rd.
Little Ferry, NJ 07643
(201) 641-2552 (phone)
(201) 641-3509 (fax)

BURLINGTON

Burlington Co. Waste Management
P.O. Box 429
Columbus, NJ 08022
(609) 499-1001(phone)
(609) 499-5212 (fax)

CAMDEN

Camden Co. Div. Of Environ. Affairs
520 N. Newton Lake Dr
Collingswood, NJ 08107
(856) 858-5211 (phone)
(856) 858-3470 (fax)

CAPE MAY

Solid Waste Manager
Cape May County MUA
P.O. Box 610
Cape May Court House, NJ 08210
(609) 465-9026 (phone)
(609) 465-9025 (fax)

APPENDIX B
COUNTY COORDINATORS
For a current list check the website below
<http://www.recyclingnj.com/curbside.html>

CUMBERLAND

Cumberland County Improvement Authority
2 North High St.
Millville, NJ 08332
(856) 825-3700 (phone)
(856) 776-5391 (fax)

ESSEX

Essex County Utilities Authority
155 Passaic Avenue, 4th Floor.
Fairfield, NJ 07004
(973) 857-2350 (phone)
(973) 857-9361 (fax)

GLOUCESTER

Gloucester County Improvement Authority
109 Budd Blvd.
Woodbury, NJ 08096
(856) 848-4002 ext. 500 (phone)
(856) 384-1262 (fax)

HUDSON

Hudson County Improvement Authority
574 Summit Ave., 5th fl.
Jersey City, NJ 07306-4000
(201) 795-4555 (phone)
(201) 795-0240 (fax)

HUNTERDON

Hunterdon County Utilities Authority
Div of SW and Recycling Services
PO Box 2900
Flemington, NJ 08822
(908) 236-7111 (phone)
(908) 236-7535 (fax)

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COUNTY COORDINATORS

For a current list check the website below

<http://www.recyclingnj.com/curbside.html>

MERCER

Solid Waste Supervisor
Mercer County Improvement Authority
P.O. Box 8068
640 So. Broad St.
Trenton, NJ 08650-0068
(609) 278-8100 (phone)
(609) 695-1452 (fax)

MIDDLESEX

Middlesex County
Division of Solid Waste
100 Bayard St., 2nd Flr.
New Brunswick, NJ 08901
(732) 745-4170 (phone)
(732) 745-3010 (fax)

MONMOUTH

Solid Waste Coordinator
Monmouth County Planning Board
Hall of Records Annex
1 E. Main St., PO Box 1255
Freehold, NJ 07728-1255
(732) 431-7460 (phone)
(732) 431-7795 (fax)

MORRIS

Solid Waste Coordinator
Morris Co. MUA
P.O. Box 370
Mendham, NJ 07945-0370
(973) 285-8391 (phone)
(973) 285-8397 (fax)

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For a current list check the website below
<http://www.recyclingnj.com/curbside.html>

OCEAN

Ocean County Solid Waste Dept.
129 Hooper Avenue
PO Box 2191
Toms River, NJ 08754-2191
(732) 506-5047 (phone)
(732) 244-8396 (fax)
ocplanning@co.ocean.nj.us

PASSAIC

Passaic County Planning Dept.
Administration Building
401 Grand Street
Paterson, NJ 07505-2023
(973) 881-4490 (phone)
(973) 881-4484 (fax)

SALEM

Director
Salem Co. Utilities Authority
52 McKillip Rd., P.O. Box 890
Alloway, NJ 08001-0890
(856) 935-7900 (phone)
(856) 935-7331 (fax)

SOMERSET

Manager
Somerset County
Solid Waste Management Division
P.O. Box 3000
Somerville, NJ 08876-1262
(908) 231-7031 (phone)
(908) 707-1749 (fax)

SUSSEX

Sussex County Administrative Center
1 Spring Street
Newton, NJ 07860
(973) 579-0500 (phone)
(973) 579-0513 (fax)

APPENDIX B
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For a current list check the website below
<http://www.recyclingnj.com/curbside.html>

UNION

Union County Utilities Authority
1499 Routes 1 & 9 North
Rahway, NJ 07065
(732) 382-9400 (phone)
(732) 382-5862 (fax)

WARREN

Warren County Planning Department
Dumont Administration Building
Belvidere, NJ 07823
(908) 475-6532 (phone)
(908) 475-6537 (fax)

For a list of coordinators by locality, go to the above web link:

Final 1 October 2006, Reviewed January 26, 2014

**APPENDIX C
AUTHORIZATION LETTERS
NGB**

Call Mr. Joe Dunleavy for a copy of this document at (609) 530-7134

Appendix D

NJARNG Recycling Program for JBMDL Facilities

1. All workstations should have a BLUE RECYCLE container for the collection of recyclable paper, however cardboard should be placed in larger BLUE RECYCLE containers where provided. These larger containers will be located in centralized areas for the collection of all paper or cardboard that is to be recycled. Locations indicated on following two pages. Containers will be collected regularly by personnel designated by the Facility Commander and taken to a centralized collection point also designated by the facility Commander. For building 3650, this collection point is the far hallway that opens to the “dumpster area”. For the JT2DC this will be Stow Bay 3. A guideline for the types of paper to be recycled is located in attachment 1.
2. Bottles (plastic and glass), and aluminum and tin cans must be recycled. This includes items generated in the cafeteria where there are additional specially marked locations. These items will be placed in specially marked BLUE RECYCLE containers for “bottles, cans and plastic only” Containers for these items will be lined with a clear plastic bag and placed in a conspicuous location for use by all personnel. Bottles (plastic and glass), and aluminum and tin cans need to be “empty” when using the containers. BLUE RECYCLE Containers will be collected regularly by personnel designated by the Facility Commander and taken to a centralized collection point also designated by the Commander. The JBMDL Recycling Program will take possession of our recyclable items from the central collection point only (Square Green Covered Containers). The collection point for JBMDL pickup for these items is located at the fenced area to the left of the cafeteria exit. (Indicated on facility plan).
3. Should you need to have items removed from the Central Collection Point at any time, please call Mr. Clarence Lewis, Project Manager at (609) 754-8293 to arrange for assistance and pickup. Once a day has been established for collection, janitorial and facility personnel should make sure that all recyclable items are taken to the Central Point prior to the scheduled pickup by JBMDL program as the Recycle people are not permitted to enter any facility to “hunt” for the recycle containers.
4. Fluorescent light tubes will not be placed in trash containers, recycle containers or dumpsters. Under no circumstances may light tubes be placed in the solid waste stream (this means never dispose of any light tubes (green tipped included) in the solid waste stream). Light tubes will be disposed of in accordance with this Recycling Plan.
5. All scrap metal may also be disposed of through the JBMDL Recycle Program, however the NJARNG will not be credited with any proceeds from the sale of these items. Please call Mr. Clarence Lewis, Project Manager at (609) 754-8293 to arrange for a pickup of scrap metal. Unwanted pallets should be taken to USPFO warehouse in Lawrenceville. Each facility will report items recycled on the form in this plan (estimated).
6. The Facility Commander should appoint a Point of Contact for each facility to insure that the recyclable items are taken to the Central Collection point as needed to facilitate collection by JBMDL Recycling Program personnel. Additionally, the Central Collection Point must not have recycle items mixed with trash. Trash is not to be placed in the Central Collection Location at any time. The point of contact will be responsible for ensuring the above guidelines are followed.
7. There is no longer any need to transport paper and cardboard to the Recycle Dumpsters.
8. Questions may be directed to Mr. Joe Dunleavy at 609 530-7134.

JOINT FORCE HEADQUARTERS, FORT DIX



FIRST FLOOR RECYCLING CENTER LOCATIONS

LEGEND



Recycle Bins for Card Board, Cans and Bottles

JOINT FORCE HEADQUARTERS, FORT DIX

SECOND FLOOR RECYCLING CENTER LOCATIONS



LEGEND
 Recycle Bins for Card Board, Cans
and Bottles

Appendix F
DSCR's Closed-Loop Re-refined Oil Program

<http://www.dscr.dla.mil/userweb/dscrld/Re-refined/RR.htm>

Available *only* in CONUS, this program offers the delivery of packaged and bulk re-refined oil along with the pick-up of used oil for re-refining. The cost of the delivery and pickup of the used oil is included in the price of the oil. There are small minimum order requirements under this program. DSCR offers closed-loop re-refined motor oil in various weights and container sizes. SAE 5W-30, 10W-30, 30W, 40W, and 15W-40 grades are available in accordance with SAE J2362 and J2363. SAE 10W, 30W, 40W, and 15W-40-engine oil are available in accordance with MIL-PRF-2104. SAE 15W-40 re-refined commercial heavy-duty oil is available to federal, civilian (non-DoD) customers.

- **API certified oil in your choice of 5W-30, 10W-30, 30W, 40W, and 15W-40**
- **Small minimum orders**
- **Pick up service is provided at no extra cost**
- **Closed-Loop oil is competitively priced**
- **Available in Quarts, 5 Gallon Containers, 55 Gallon Drums, and Bulk (200 gal minimum) deliveries**

Defense Supply Center Richmond (DSCR) has taken another step towards accomplishing its mission of giving the customer a quality product in a timely fashion. This progressive new program called Closed-Loop involves re-refined oil with an added value -- When the customer orders re-refined oil from DSCR, they will have pickup of their used oil included as part of the service provided by our contractor. This is a great benefit to the customers who now have to deal with cumbersome disposal contracts, contract administration, delinquent contractors, environmental concerns surrounding disposals, and additional costs for disposal of used oil. In many instances, customers are paying for disposal of their used oil. A Closed-Loop program helps the customers, as it will stop them from having to pay twice - once for buying re-refined oil and again for disposing of it.

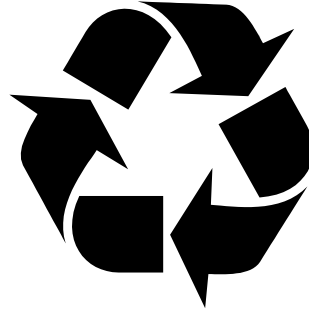
Also, it is important to note that the majority of waste oil picked up in this program is sent to a re-refinery for re-refining, vice to a burner. Although some bases currently "sell" their used oil to burners or simply burn in their own facilities, this is not considered recycling. Executive Order 13101 specifies "the Nation's interest is served when the Federal Government can make more efficient use of natural resources by maximizing recycling and preventing waste wherever possible." Burning used oil is not maximizing recycling and preventing waste because once oil is burned; it can no longer be used again. On the other hand, re-refining oil presents an indefinite recycling loop and therefore maximizes recycling of this precious product. It does this in two ways. First, the base stock oil is refined back to its original status and can be used again and again. Secondly, the "bottoms" removed during this refining process can be used in asphalt blends or in the manufacturing of roofing shingles. Every effort is made to maximize recycling during the re-refining process.

Now accepting IMPAC Cards through the Electronic Mail www.emall.dla.mil

The Point of Contact for this program is Mark Skolnick (804) 279-3124, for orders call 1 877 DLA-CALL (1 877 352-2255)

**Attachment 1
Flyers for Posting**

**ATTENTION ALL
EMPLOYEES**



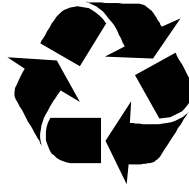
ALUMINUM CAN RECYCLING

**PLEASE PLACE ONLY ALUMINUM CANS
IN CAN COLLECTION CONTAINERS
LOCATED THROUGHOUT THE FACILITY.**

**CANS MAY NOT BE DISPOSED OF WITH
THE REGULAR TRASH.**

N.J.AC.7:26 ET. SEQ.

**NEW JERSEY
DEPARTMENT OF MILITARY
AND
VETERANS AFFAIRS**



RECYCLING PROGRAM

ACCEPTABLE MATERIALS

White Paper (hard white, or with gray tints)
Colored Paper (soft eggshell tints - green, blue, pink, yellow)
Ledger Paper (hard white or yellow with gray tints)
Computer Paper (green/blue/red bar with hard white backing)

Fax Paper	Carbonless Paper	Booklets	Post-it notes
Pamphlets	Phone Messages	Bulletins	Flyers
Bond Paper	Writing Tablets	Newsletters	Envelopes
Manila Folders	Phone Books	Fed EX Wrap/Tubes	
Magazines	Newspaper	Tabbed Dividers	

(Staples, Paper Clips, and Rubber Bands do not need to be removed)

Cardboard (must be broken down flat and placed at the loading dock) especially computer supply boxes.
Interior packaging and Styrofoam must be removed and disposed of with normal trash.

UNACCEPTABLE MATERIALS

Blue Prints	Foam Cups	Kraft Paper	Tab Dividers (plastic)
Plastic Wrappers	Food Waste	Cigarette Packs	Candy Wrappers
Plastic Knives, Forks, Spoons		Paper Cups, Plates, Towels	

The above items are in addition to the bottles, cans and glass already collected within the facility.
Questions or comments may be directed to Mr. Joe Dunleavy, 609 530-7134

Final 1 October 2006, Reviewed January 26, 2014

**Attachment 2
Recycling Form**

NEW JERSEY ARMY NATIONAL GUARD MONTHLY RECYCLING REPORT

FAX THIS FORM WITHOUT COVER SHEET TO: MR. JOE DUNLEAVY

Fax: (609) 530-6880

Location: _____ Month: _____ County: _____

Product Recycled (Type)	Weight (Actual or Est.)	Where Recycled Location	Proceeds Received (All)
Mixed Paper			
Aluminum Cans			
Tin Cans			
Mixed Glass			
Cardboard			
Plastic			
Scrap Metal			
Batteries			
Tires			
Used Antifreeze			
Used oil			

**Use only one form per facility. For example if you were collocated with an Armory and
An FMS this would count, as *two* facilities and a form *must* be completed for each.**

Report and send all proceeds from the sale of recycled items to CFMO-EMB.

FACILITY POC (PRINT) _____

PHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

Final 1 October 2006, Reviewed January 26, 2014

Attachment 3
Notice of Violation

NOTICE OF VIOLATION

**YOUR GARBAGE WAS NOT COLLECTED BECAUSE IT
CONTAINED RECYCLABLES.**

In New Jersey, recycling is state law! Everyone must recycle. Every employee must recycle. In addition, every resident living in a single or multifamily house must recycle.

The New Jersey Source Separation and Recycling Act (N.J.S.A.13: 1E-99 et.seq.) mandates source separation of recyclable materials.

MANDATED MATERIALS

New Jersey has mandated the following materials to be source separated and recycled by all residents, businesses, state offices and institutions in the State:

Newspaper, Corrugated Cardboard, Mixed Paper, Magazines, Junk Mail, Scrap Paper, Fed Ex and UPS mailers, Aluminum Containers, Plastic Containers (type 1 & 2 Only), Glass Containers, Ferrous Containers, Steel Cans, Yard Waste, Leaves, Grass and Brush (trimmings and clippings), Tires, Vehicular Batteries (lead acid), Motor Oil, Stumps, Logs, Branches, Natural Wood Waste and Household Batteries.

These mandated materials are banned from County disposal systems, which currently include transfer station facilities and out-of-state landfills.

Please direct any questions to Joe Dunleavy (ext. (609) 530 7134)

This policy conforms to the Adjutant Generals' Policy on eMS which addresses Strict Compliance with Federal, State and local environmental laws, minimizing pollution of our land, air and water, and ensuring commanders and supervisors at all levels emphasize the importance of compliance with environmental requirements.

Final 1 October 2006, Reviewed January 26, 2014

Attachment 4
Various fact sheets from EnviroSense



Fact Sheet: Disposal of Alkaline Batteries

TI #0029A - AUGUST 1994

Need more information? Call PRO-ACT

DSN 240-4214 (800) 233-4356 or check the web link below for complete information

<http://es.epa.gov/techinfo/facts/pro-act5.html>



Disposal of Alkaline Batteries

Introduction

Alkaline batteries are also called primary or non-rechargeable batteries. The positive pole (anode) of the battery contains zinc, while the negative pole (cathode) contains manganese dioxide. Potassium hydroxide electrolyte, a strong alkali, is contained within the cells of alkaline batteries. If alkaline batteries are damaged or mishandled, the potassium hydroxide may leak out of the battery cell. Severe chemical burns can result if potassium hydroxide comes into contact with the skin or eyes.

Waste Classification of Alkaline Batteries

RCRA Regulations

Alkaline batteries are not a listed hazardous waste under the Resource Conservation and Recovery Act (RCRA). To be classified as a hazardous waste, the battery must be tested to determine if it meets the definition of one of the four characteristics of a hazardous waste established by the US Environmental Protection Agency. These characteristics are ignitability, corrosivity, reactivity and toxicity. Alkaline batteries do not exhibit the characteristics necessary to be classified as reactive or ignitable wastes.

Summary

Because alkaline batteries do not exhibit the characteristics to be classified as a reactive or ignitable waste; and because the batteries pass the TCLP test; and because the batteries do not meet the required definitions to be a corrosive waste, alkaline batteries are not hazardous waste under RCRA.

Disposal of Alkaline Batteries

Currently, the Defense Reutilization and Marketing Office (DRMO) should be contacted to determine current disposal requirements. The following guidelines, which represent good practice, have been summarized from the U.S. Army Technical Bulletin on Battery Disposition and Disposal (TB 43-0134) issued July 1, 1993. For more detailed guidelines, consult your installation. Environmental Coordinator or TB 43-0134.

Coordinate disposition/disposal:

- With the installation Environmental Office to ensure conformance with environmental regulations;
- With the installation Transportation Office to ensure conformance with transportation regulations;
- With the servicing DRMO to ensure conformance with DOD policies; and
- With the base Safety Office or the Bioenvironmental Engineer to ensure the proper personal protective equipment is available to ensure safe handling,
- With the state regulatory agency.

Handling/Packaging

Remove batteries from equipment immediately after they fail to operate the equipment.
If equipment uses two or more batteries, always replace batteries in complete sets.
Do not attempt to recharge alkaline batteries, as they are not rechargeable.
Do not handle hot or warm batteries.
Do not heat, incinerate, crush, puncture or mutilate batteries.
Do not package damaged batteries with undamaged batteries.
Wear personal protective equipment if batteries show signs of leakage, bulging, swelling or deformity.

Warning: If potassium hydroxide electrolyte from an alkaline battery comes in contact with the skin, do not try to neutralize the electrolyte with vinegar or any other acidic solutions. Neutralization may trap electrolyte on the skin. Flush the affected skin area with copious amounts of water. If the battery electrolyte gets into your eyes, it can cause severe damage and/or blindness.

Storage

The storage area must be equipped with fire suppression equipment. Storage areas and equipment must be approved by the Fire Department. A point of contact at the Fire Department must be provided. Batteries should be kept cool and dry, away from open flame, heat and combustibles and in well ventilated areas with temperatures not exceeding 130(o) F (54(o) (C).
Store batteries separately from other hazardous material.
Do not store batteries in the equipment they operate for longer than 30 days when the equipment is not being used.

Disposal

Dispose of alkaline batteries as non-hazardous solid waste with general refuse according to RCRA regulations.
Alkaline batteries can be recycled; however, distance and cost of shipping must be considered.



A Fact Sheet from PRO-ACT: Disposal of Fluorescent Light Tubes, High Intensity Discharge Lamps and Fluorescent Lamp Ballasts

PRO-ACT

Fact Sheet TI #0789 - March 1995

Need more information?

Call PRO-ACT

DSN 240-4214 (800) 233-4356 or check the web link below for complete information

<http://es.epa.gov/techinfo/facts/pro-fs2.html>

Introduction

Fluorescent light tubes and lamp ballasts, and high intensity discharge (HID) lamps are found throughout our environment in residences, office buildings, commercial and industrial buildings, streets, and parking lots. They are energy efficient and virtually indispensable. Their disposal, however, can create wastes, which are often classified as hazardous. The purpose of this fact sheet is to provide information on the components, which make the waste hazardous, and on appropriate waste disposal procedures.

Federal Requirements

Fluorescent Light Tubes and High Intensity Discharge Lamps

Fluorescent light tubes and HID lamps contain mercury, which is a Resource Conservation and Recovery Act (RCRA) characteristic hazardous waste (D009). The disposal of mercury-containing wastes is regulated by the Environmental Protection Agency (EPA) in Title 40 Code of Federal Regulations (40 CR), Part 261, "Identification and Listing of Hazardous Waste." Title 40 CDR 261 defines four characteristics, which can make a waste hazardous: ignitability, corrosivity, reactivity, and toxicity. Mercury has the characteristic of toxicity. This means if a representative sample of a waste containing mercury is analyzed using the EPA's Toxicity Characteristic Leaching Procedure (TCLP), and the mercury content of the leachate is equal to or exceeds 0.2 mg/L, the waste is classified as hazardous.

Currently, fluorescent light tubes and HID lamps are neither listed nor excluded as hazardous wastes under EPA regulations. Prior to disposal, tubes and lamps can be handled and stored safely without being managed as hazardous waste. However, once the waste containing the fluorescent light tubes and HID lamps is declared hazardous, it must be handled as such with all the accompanying regulations and procedures.

Fluorescent Lamps & Ballasts

Fluorescent lamp ballasts may contain polychlorinated biphenyls (PCBs). PCBs are a family of man-made chemicals that contain 209 individual compounds. Their composition can vary from mobile oily liquids to white crystalline solids to hard noncrystalline resins. They were used widely as coolants and lubricants in transformers, capacitors, and other electrical equipment. In fluorescent fixtures, PCBs were usually found in ballasts either within small capacitors or in the form of a black, tar-like compound.

The Toxic Substances Control Act (TSCA), in 1976, banned the production of PCBs in the United States because there was evidence they accumulate in the environment and are a human health hazard. The following guidelines should be used to determine if your ballasts contain PCBs:

All ballasts manufactured through 1979 contain PCBs.

Ballasts manufactured after 1979 that do not contain PCBs are labeled "NO PCBs."

If a ballast is not labeled "NO PCBs," assume it contains PCBs.

The EPA regulations governing the use and disposal of PCBs are found in 40 CFR Part 761, "Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and use Prohibitions." PCB-containing ballasts that are intact and are not leaking can be disposed in a municipal solid waste landfill in properly packed and sealed 55-gallon drums. The Green Lights program, however, recommends use of high-temperature incineration, a chemical or hazardous waste landfill, or recycling as responsible waste management. PCB-containing ballasts that have been damaged and are leaking must be incinerated in an EPA-approved high temperature incinerator.

State Requirements

NJDMAVA will treat all light tubes as a recyclable item. All facilities will treat spent lamps as a universal waste. Spent lamps will be collected and stored unbroken in either a container purchased for the recycling of the lamps or in a box specifically made (original container) to hold lamp tubes. Once a spent lamp has been placed in the box, a start date must be marked on the box and the box must be protected from mis-use and breakage. When either box is full, OR after a period of 10 months from the start date, contact Mr. Joe Dunleavy at (609) 530-7134 to obtain disposal instructions for recycling. Before disposing of fluorescent light tubes and lamp ballasts, and HID lamps, you may contact Joe Dunleavy at (609) 530-7134

Final 1 October 2006, Reviewed January 26, 2014

**Attachment Five
Various Fact Sheets**

Computer Equipment Disposal Fact Sheet

**Department of the Treasury
Disposition of Excess & Surplus
Computer Equipment**

NO: 00-17-DPP (PC-39-1A)

ORIG AGENCY: Treasury, Div of Purchase & Property

EFF DATE: 5/8/00

EXP DATE: Indefinite

SUPERSEDES: New

SUBJECT: Disposition of Excess & Surplus
Computer Equipment

ATTENTION: All State Agencies

PHONE: (609) 530-8196

FOR INFORMATION CONTACT:
Distribution & Support Services (DSS)
Surplus Property Unit

FAX: (609) 530-4582

NOTE: For all forms referenced in this Circular Letter, please call
Henry Karnas @ 609-530-8196.

I. PURPOSE:

This Circular sets forth the policy and procedures for the disposition of excess and surplus computer equipment, including peripherals and software, and for the preparation of excess and surplus computer equipment for redistribution and/or donation under the State's Surplus Computer Donation Program as administered by the Surplus Property Unit within the Division of Purchase and Property, Distribution and Support Services (DSS), Surplus Property Unit in compliance with the provisions of N.J.S.A. 52:27B-1 et seq. and N.J.A.C. 17:12-9.

II. POLICY:

It is the policy of the State of New Jersey to ensure that the Departments and Agencies comprising State government achieve the maximum

possible benefit from use of computer and peripheral equipment and software in conducting its programs and operations. It is also State policy to achieve maximum benefit from its assets via recycling and re-use programs and to gain full advantage of any useful life of excess equipment and software. To that end, it is the responsibility of individual Departments/Agencies to comply with the procedures set forth in this Circular to ensure that computer and peripheral equipment and software not scheduled for use by the Department/Agency and deemed excess is promptly made available to the Surplus Property Unit for centralized redistribution, donation, sale or disposal.

The disposition of any and all computer equipment, peripherals and software by Departments/Agencies, whether for the donation program, for redistribution to other Departments/Agencies, for sale or for "demanufacturing"/scrapping, must be coordinated with the Surplus Property Unit.

The State has received specific authorization to retain Microsoft operating systems on its excess or surplus computers. However, proprietary licensing agreements and copyright laws prohibit the re-use or transfer of applications software without the express consent of the software manufacturer. Therefore, all hard drives must be degaussed. If the computer contained a Microsoft operating system, it should be reinstalled. Application software expressly authorized by the manufacturer for re-use or transfer must include the original media and documentation or license. The media, documentation or license should accompany the computer.

To be eligible for the donation program, excess computers must meet the following criteria:

- Be, at a minimum, a Pentium-based (or equivalent) system;
- Be Year 2000 (Y2K) compliant;
- Be an intact and functioning unit;
- Include a Microsoft operating system, if applicable;
- Be purged of all data; and
- Include all cards, e.g., a network interface card (NIC), sound and video cards, and modem, provided these devices are of no use to the Department/Agency.

III. PROCEDURE:

A. Departments/Agencies shall continue to use their established procedures for redistributing unused computer assets within the Department/Agency.

B. If redistribution within the Department/Agency is not accomplished, the Department/Agency shall declare the computer equipment to be excess and offered to other Departments/Agencies in coordination

with the Surplus Property Unit.

C. The Department/Agency shall degauss the computer's hard drive. (Note: Formatting the hard drive will not ensure that sensitive data cannot be extracted by an unauthorized person or party.)

If the computer is Pentium-based and originally contained the Microsoft operating system, the operating system shall be reinstalled by the Department/Agency.

If application software has been expressly authorized by the software manufacturer for re-use or transfer, the original media

D. If the computer contains a network interface card (NIC), sound or video cards or a modem, the Department/Agency shall retain these devices if they can be utilized by the Department/Agency. If these devices are not of value to the Department/Agency, they shall remain with the computer for possible use by the eventual owner.

E. Departments/Agencies will segregate excess computer equipment into two categories. Category A equipment shall be for functioning Pentium-based (or equivalent), Y2K compliant central processing units (CPUs) and shall include peripheral equipment (mouse, keyboard, monitor, printer) and cables and wires. Category B equipment shall be for 486-based and older CPUs, dumb terminals, mainframe and mid-frame equipment, inoperable equipment and any such peripherals.

F. Departments/Agencies shall notify the Surplus Property Unit of the computer equipment declared excess. Notification shall consist of completion and forwarding of either Form 160, "Excess/Surplus Property Notice" (copy attached) or an existing departmental inventory/asset form. A separate PB160 form or departmental inventory/asset form must be completed and forwarded for the equipment in each of the two categories described in item E. above. The information required by the Surplus Property Unit about the equipment in both categories includes the following:

- Item Description
- Make and Model
- Quantity
- Condition (Operable or Inoperable)
- Location
- Point of Contact and Telephone Number at Location
- Certification of Removal of All Data

For Category A equipment, Departments/Agencies shall include the following additional information with their Form PB160 or departmental inventory/asset form:

- Hard Drive Capacity
- Processor Type/Speed
- Memory
- Type CD, NIC, video/sound card(s) and modem (if installed)
- Serial Number(s)
- Monitor Size
- List of Peripherals

G. Upon receipt of notice from the Department/Agency, the Surplus Property Unit will notify all other Departments/Agencies of the excess computer items available for transfer from the owning agency. If the excess is not claimed by another Department/Agency within 30 calendar days after such notice, the computer equipment will be declared surplus.

H. The Surplus Property Unit will then coordinate with the owning Department/Agency to effect either the movement of the surplus computer equipment to the Unit's designated processing point for preparation for the donation program or for pick-up by a recycling vendor. It is the responsibility of the owning Department/Agency to arrange for the movement of the surplus computer equipment and to fund any cost associated with transporting equipment to the designated processing point. If the computer equipment is to be offered for sale through the sealed bid process, the equipment will be held by the owning Department/Agency until completion of the bid process.

I. Any costs associated with the disposal of surplus computer equipment shall be the responsibility of the owner Department/Agency. Any disposal costs incurred by the Surplus Property Unit will be charged back to the owning Department/Agency.

Lana J. Sims, Director
Division of Purchase & Property

Recycling Cd-Rom Discs – Fact Sheet

We have identified facilities that will recycle used CD-ROM discs.
There are certain requirements that must be followed.
If we misuse this resource we will lose it.

1. Whole discs only. Do not cut up.
2. Scratch the discs with something sharp (scissors) on the front and back.
3. Ship discs without any packaging.
Do not send little sleeves, paper, mailing envelopes, etc.
4. Put discs in packages less than 50 lbs.

Goodwill Industries

Goodwill Industries is a charity organization that helps to build better lives and communities in both New York and New Jersey.

You can donate unwanted CDs and DVDs to Goodwill for resale in their stores to help fund their projects. Goodwill stores also accept a wide range of small household items. For a complete list of all of the items that Goodwill will accept [click here](#).

Salvation Army

The Salvation Army accept donations of CDs and DVDs in their thrift stores along with a wide range of other household items. Donations of goods are tax deductible so ask for a receipt if you wish to claim this tax deduction on your tax return. For a complete list of the items they will accept, [click here](#). To find your nearest Salvation Army family store use the [zip code search](#) on their website.

Discs may also be taken to a Best Buy Electronics Store, however they may be harder to find than a Goodwill or Salvation Army Location. For more info click on this link:

<http://www.recyclingnj.com/recycle/CDsDVDs.html>

Coordination Sheet & Changes

Installations Director 14 Feb 2006 Changes incorporated

Installations-Office of Environmental Compliance 14 Feb 06, minor changes implemented (fact sheets)

Installations-Office of Real Property

Installations-Office for Leases

USPFO Accounting Comments rec'd from Comptroller May 2006

USPFO Comptroller Comments rec'd from Comptroller May 2006

Facility Maintenance Officer Frank Kirby, recycle expenditures questioned, Feb 2006

CSMS-B LTCOL Murren provided comments during site visit 28 June 2006, changes made with regards to responsibilities.

Installations-FMB Linda Croteau will think about responsibilities for armorers per email

Placed on DMAVA Web site February 2006 in Draft Form, EQCC has had numerous notices to provide comment; negative responses indicate concurrence per General Carlini, May 2006

Final October 2006

Reviewed minor changes September 2007, next review September 2009

Reviewed 7 July 2009 by JKD who added new monthly reporting worksheet which includes: used oil and antifreeze. Next Review in September 2009 will address SWARWEB Reporting.

September 2009 added SWARWEB reporting, office symbols change

September 2011 changed Fort Dix facilities procedures for recycling, JBMDL changes.

September 2012 changes include: Paint Disposal, Electronics disposal, CD disposal, State

Requirements inserted, State Circular Letter for excess equipment inserted (by reference)

January 26, 2014 Changed Money Orders will be made out to USPFO-NJ, to Money Orders must be made out to "US Treasury" and in the memo section add USPFO-NJ Recycling Account.